

# KVOA COMMUNICATIONS, INC.

P.O. Box 5188, Tucson, Arizona 85703-0188 Studios at 209 W. Elm, 85705-6538

Tel: 520.792.2270 Fax: 520.620.1309

www.kvoa.com

	For Internal Station Use	
This Form	n Should Be Used to Create a Job Vac	
Use This Information In	For Each Vacancy at the Station(s) Completing Appendices 1 and 2 of the Completing Ap	L EFOR III PIL R
CSC 1 IIIS IIIIOTIIIAIIOII III	Completing Appendices 1 and 2 of 1	ne EEO Public File Report
	NEW JOB VACANCY	
Part A		
I. General Information		
1. Job Title: Operations spec	ualist, interactive Da	ot.
2. Station: KVOA		<u> </u>
3. Date Position Opened: 7/25/	2011	Territoria de la constanta de
4. Date Position Filled: 8/1/20	011	
been complete and dated copies of all a announcing this vacancy attached heret	ndvertisements, bulletins, letters, fa to? Yes [  Yes [  No [ ]	xes, emails or other communications
	100[]	
I. Interviews		
THE SECOND COLOR OF THE SECOND COLOR		
	ition:	
l. List of people interviewed for this posi	ition:  Date	Recruitment Source
List of people interviewed for this posi		Recruitment Source  KYOA . COM
List of people interviewed for this position.	Date	_
. List of people interviewed for this posi	Date	_
List of people interviewed for this position.	Date	_
l. List of people interviewed for this posi	Date	_
1. List of people interviewed for this posi	Date	_
1. List of people interviewed for this posi	Date	_
l. List of people interviewed for this posi	Date	_

2. Total nun	mber of people interviewed for this position:		-
3. Total num	mber of applicants for this job:	entransia.	
III. Hiree			
Person ultim	nately hired for this position:		
	Name: SAUL AG	UILAR	
	Recruitment Source:	KNOA.com postuna	<b>J</b>
Approval:	General Manager:	Date:	8/23/11



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Part B Recruitment Sources Utilized		
1.	Was a copy of the job notice for this vacancy posted in a place where employees would easily see it at the station(s) and at other stations in the group?	
	Yes [ No [ ]	
	Date posted: 10/20/10 Attach a copy of notice posted.	
2.	Was a copy of the job notice for this vacancy sent to any third party for distribution to its list of referral organizations (i.e. state broadcasters association)?	
	Yes [ No [ ]	
	Name of Third Party:  Date Sent:  Attach proof of sending to third party.  Attach copy of third party's proof of distribution.	
3.	Was a copy of the job notice for this vacancy sent to all the organizations on the station's list of organizations entitled to receive copies of such notices (Form B-2)?	
	Yes [ No [ ]	
	Date Sent: 10/24/10 Attach a copy of the current list of such organizations. Attach proof of sending to such organizations.	
4.	Was a copy of the job notice for this vacancy sent to any additional organizations or advertised in any additional media outlets?	
	Yes [V] No [ ]	
	Complete the following information for each additional source utilized for advertising the vacancy. Attach copies of newspaper advertisements and scripts of radio/television	

advertisements. Attach proof of publication.

a) Name of Source:			
Contact Person:			
Address:			
		Witten and Control (Control (C	
Telephone:	Fax:		
Email:		MRKKO Classificki (Inflormation Assessment Proposition Section Assessment Section Assessment Proposition Assessmen	
How was notification given to this source?			
b) Name of Source:			
Contact Person:	entroproductive and specific processes of our of the security and security and security and security and desired and security and secur		
Address:			and an extended that the state and an extended an extended application of the state
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Telephone:	Fax:		
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How was notification given to this source?			
c) Name of Source:			
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Address:	umb and successful superiorization in the following course proposed properties of the officer course constraints.	CONTROL March And Association And Association and Association and Association Association and Association and Association and Association Association and Asso	
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How was notification given to this source?			
d) Name of Source:			
Contact Person:			
Address:			
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Email:	- W. A.		
How was notification given to this source?			

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-	Contact Person:	
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to constant		
Ethologianu	Telephone:	Fax:
************	Email:	
***********	How was notification given to this source?	
<u>f)</u>	Name of Source:	
Market Name of Street	Contact Person:	
<b>Introduction</b>	Address:	
MINING CO.		
***************************************		
termona.	Telephone:	Fax:
Ferrence	Email:	
	How was notification given to this source?	
<u>g)</u>	Name of Source:	
	Contact Person:	
	Address:	
territorio de la constante de		
-	Telephone:	Fax:
	Email:	
******************	How was notification given to this source?	

July 22, 2011

Please refer to the original Interactive Operations Specialist hiring folder (Owen Allen) for posting details. Position originally posted on 10/26/10. Matthew Redekop, hired to replace Owen Allen only worked here a little over a month, 6/6/11-7/22/11.

Gabriella Payroll Clerk



#### KVOA COMMUNICATIONS, INC.

#### Job Opening

### **Interactive Operations Specialist**

**Summary:** The Interactive Operations Specialist will execute a wide variety of production tasks related to interactive services operated by Cordillera Interactive and KVOA Interactive, with particular focus on one or more of these specialties based on experience: advertising platforms and operations; interactive programming and development; or interactive design and user experience.

**Position Requirements:** Superior operations skills, including fast and accurate data entry and data management. Superior communications skills – verbal, written and presentation– including fielding calls and messages from the general public, ad clients, corporate and site teams needing assistance; troubleshooting in a patient and professional manner; and resolving priority conflicts among peers, supervisors and corporate executives. A bachelor's degree in technology, creative, business or media disciplines or a minimum of 2 years operations experience preferably in an interactive services role is required as well as a passion for superior service and support for internal stakeholders and external clients in interactive media.

Please send resumes to:

KVOA Communications, Inc. Allison Mussetter-Callis Internet Sales Manager P.O. Box 5188 Tucson, AZ 85705

Or e-mail: acallis@kvoa.com

NO PHONE CALLS PLEASE KVOA IS AN EQUAL OPPORTUNITY EMPLOYER PRE-EMPLOYMENT DRUG TESTING IS REQUIRED MOTOR VEHICLE RECORD REQUIRED